# Rutland County Council Supplier Invoicing Guide

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# Rutland County Council Supplier Invoicing Guide

**Supplying Goods and services to Rutland County Council:**
Please do not accept orders for goods or services unless you are provided with a valid purchase order number. When you submit your invoice for goods or services and it does not include a valid purchase order number, it will be rejected back to you unpaid. You will need to amend your invoice accordingly and resubmit it.

Should you experience any difficulty in obtaining a purchase order from the requesting officer please contact **creditors@rutland.gov.uk** (please do not send invoices to this e-mail address they should be sent to **APinvoices@rutland.gov.uk**)

**Invoices submitted to Rutland County Council must include:**

- Your Name Address and contact details.
- Quote your Vat Registration number if applicable.
- The invoice must be addressed to Rutland County Council, Catmose, Oakham Rutland, LE15 6HP (no abbreviations such as RCC will be accepted)
- Quote a Valid Purchase order number 82XXXXXX or Exemption Code
- Have a unique invoice number
- Invoice Date/Tax point Date
- Invoice amounts in the currency stated.
  - Total Net amount
  - VAT amount (where applicable)
  - Total Gross amount
- CIS suppliers should include Labour & Materials split.
- IR35 suppliers should quote expenses on a separate line from agreed hourly/daily contract rate.

**Invoice Format:**

- Your invoice/credit is e-mailed in PDF or Word format, with **one** invoice/credit issued per PDF/Word file. Further invoices on the same PDF/Word File will not be processed.

- Supporting documents need to be incorporated into the same PDF/Word File as the invoice/credit and not sent separately within the e-mail submission, as each file is treated as a new document.

- The PDF/Word File must not have security applied and should be attached to the original email, not embedded as part of a forwarded email.

- The PDF/Word document must not have Invalid characters (\ / : * ? < > |) in the filename as these will result in the document not being imported for processing.

- Each attachment to your e-mail is uniquely named.
- Your invoice/credit is electronically typed and is not handwritten.
- Where possible PDF images should be originally generated by the system rather than scanned images saved via a multi-function device.
- It is recommended that PDF images are of a minimum resolution of 300dpi.
- It is also recommended that the PDF/Word file sizes be kept as low as possible; typically, less than 150KB.

Note: Invoices received in Jpeg, Excel, photos or handwritten documents etc will no longer be accepted.

**Submitting your invoice to Rutland County Council:**

Invoices should be e-mailed to **APinvoices@rutland.gov.uk** (sending invoices to any other e-mail or by post may result in delays to your payment). Please note this inbox is a no reply inbox.

To increase our Internet security, we will no longer accept e-mails with links to download invoices. Please ensure your invoice(s) are included as an attachment to the e-mail.

As the above dedicated inbox is not monitored, supplier queries will not be dealt with. Documents other than invoice/credit related PDF/Word files (e.g. T&C's, statements, queries) should be sent to **creditors@rutland.gov.uk**

**A large print version of this document is available on request**

Rutland County Council
Catmose, Oakham, Rutland LE15 6HP

01572 722 577
enquiries@rutland.gov.uk
www.rutland.gov.uk